

S-E-C-R-E-T

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REGULATION

PERSONNEL

25X1A

27 August 1958

25X1A

## CEILING AND POSITION AUTHORIZATION

Rescission: [REDACTED] dated 15 May 1956  
para 3 b., dated 29 November 1956

### CONTENTS

	Page
GENERAL. . . . .	
DEFINITIONS. . . . .	
POLICY . . . . .	
ADMINISTRATION . . . . .	
AUTHORITIES AND RESPONSIBILITIES .	

#### 1. GENERAL

- a. This regulation prescribes a revised system for Agency manpower authorization and control. The principal characteristics of the system are:
  - (1) Differentiation between manpower assigned to carry the day-to-day operating workload and manpower not so assigned.
  - (2) The identification of personnel requirements according to the Career Service which will be responsible for filling the requirements.
  - (3) Establishment of personnel ceiling according to Career Service rather than by component. Personnel ceilings are established to limit the number of persons who may be assigned to each Career Service and will be administered by the Heads of Career Services.
  - (4) Flexibility in position structure (types, levels, organizational location of positions) to enable responsible supervisors to shift personnel to meet changed workload requirements.
  - (5) Systematic planning by the Head of the Career Service of the size and composition of his Career Service in consideration of staffing requirements to be met and the long range development of his personnel.
- b. Wage administration type positions, while included in ceiling, will be governed by procedures developed by the Office of Personnel in conjunction with the Operating Office concerned.

#### 2. DEFINITIONS

- a. The "planning paper" is a document prepared at yearly intervals by Operating Officials to calculate staff personnel requirements for staffing complements for the coming fiscal year.

REGULATION  
NO. [REDACTED]PERSONNEL  
27 August 1958

- b. The "staffing complement" is the listing of positions of various types, levels, and Career Service designations required to meet the workload of a component. These positions are categorized as follows:
- (1) "Limited Positions" are positions that may be occupied by no more than a specified number of individuals at one time.
  - (2) "Flexible Positions" are positions that may be occupied by an unlimited number of individuals at one time.
- c. The "development complement" is a portion of the ceiling retained by the Head of the Career Service for the interim assignment of members of his service who are in training or otherwise are awaiting assignment to positions.
- d. The "staff ceiling" of the Agency or any Career Service thereof is the maximum authorized number of personnel, consisting of staff employees, staff agents, military personnel detailed from other Government agencies, and Agency civilian personnel detailed to other agencies or in external training status. Contract Employees who perform staff-type duties within the United States are included within the staff ceiling except as set forth below:
- (1) When the task for which they are engaged represents short term, non-recurrent activities such as building, rehabilitation construction, ground landscaping and related work programs;
  - (2) When they are hired to perform duties on an infrequent basis (when actually employed, or on an unscheduled basis); or
  - (3) When they are to be utilized within an approved project.
- e. "Career service staffing authorization" is the ceiling for General Schedule personnel for each Career Service authorized at each General Schedule grade level for a fiscal year.
3. POLICY
- a. The Director of Central Intelligence will assign staff ceilings to each Deputy Director. Each Deputy Director will assign staff ceilings to the Heads of his Career Services, and designate the maximum number of their personnel that may be employed at Headquarters within the staff ceilings.
- b. Personnel on leave without pay for periods of more than 30 days need not be counted against the ceiling of the appropriate Career Service until return to duty.

S-E-C-R-E-T

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25X1A

REGULATION  
NO. [REDACTED]PERSONNEL  
27 August 1958

- c. The total number of personnel assigned to staffing complements and development complements shall not exceed the total ceiling allocations, provided that this shall not preclude the obligatory return or restoration to duty of personnel from active military duty or from leave without pay. In case the total ceiling and/or the maximum headquarters ceiling is exceeded, the strength will be reduced to the ceiling level at the earliest practicable date.
- d. To meet the personnel requirements of operating officials as expressed in the planning papers, Heads of the Career Services will provide the personnel necessary to meet these requirements but will continue to count such personnel against their own Career Service ceiling.
- e. Each Deputy Director may delegate to Operating Officials under his jurisdiction the authority to redistribute personnel within the Staffing Complement by assignment to multiply occupancy of flexible positions to meet the requirements of shifts in workload, provided there is:
  - (1) No change in the approved functions delegated to the Operating Officials.
  - (2) No change in the level and type of work performed by the incumbents of each position from that prescribed, it being understood that positions designated to be filled by a given Career Service will not normally be occupied by members of other Services.
- f. The number of personnel at each grade level assigned to a Career Service shall not exceed on a cumulative basis (a particular grade level and higher grade levels) the Career Service staffing authorization for that Service.

## 4. ADMINISTRATION

- a. Each staffing complement position will be identified by title, grade, and service designation of the Career Service which normally will provide the individual to fill it. This identification will be made by the responsible Deputy Director or delegated Operating Official with concurrence from the Head of the Career Service to which the position is designated.
- b. Individuals assigned to a development complement will be charged to an allotment account of the component under the control of the Head of their Career Service.
- c. Each Career Service staffing authorization will be established in consideration of the following factors: Current grades of employees, approved positions, ceiling, normal attrition and planned involuntary separations, planned promotions, and the Agency's future program requirements and budget prospects.

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25X1A

25X1A

REGULATION

PERSONNEL

27 August 1958

- d. The Management Staff and the Office of Personnel will, on request of or with the concurrence of Operating Officials, examine the use of manpower and grade structure respectively and make recommendations thereon.

- e. Handbook No. [REDACTED] provides detailed procedures for implementation of the system.

25X1A

##### 5. AUTHORITIES AND RESPONSIBILITIES

- a. Deputy Directors are responsible for controlling the size and composition of components under their direction and for assigning ceiling to the Heads of Career Services under their jurisdiction.
- b. Operating Officials are responsible for the drafting of planning papers, in accordance with the advice and instructions of their Deputy Directors.
- c. Heads of Career Services are responsible for:
  - (1) Planning the composition of the membership of their Career Service by grade levels and occupational skills in consideration of program requirements and ceiling authorization.
  - (2) Developing an annual Career Service staffing authorization.
  - (3) Administration of their own development complements including the prompt assignment of personnel to and from the development complement in accordance with staffing requirements of the Career Service.
- d. The Deputy Director (Support) is responsible for the review and final approval of planning papers and Career Service staffing authorizations, for approval of changes to staffing complements, and for periodic review of the use of both staffing and development complements.
- e. The Director of Central Intelligence may authorize the Deputy Director (Plans) to finally approve particular field or project positions when such positions are too sensitive to be handled in accordance with the provisions of this regulation.
- f. Establishment or changes to supergrade positions will normally be made by the Supergrade Review Board, subject to review by the DCI.

25X1A

25X1A  
REGULATION

PERSONNEL

27 August 1958

- g. Within their functional responsibilities as set forth in Regulation No. [REDACTED] the Chief, Management Staff, the Director of Personnel, and the Comptroller will provide staff assistance to Deputy Directors, Heads of Career Services and Operating Officials in the administration of the Agency manpower system outlined herein.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

DISTRIBUTION: AB